

GENERAL INFORMATION

Each morning, announcements are read to students. These announcements inform everyone at Huntington Middle School about cafeteria menus for that day, upcoming events, deadlines, and other important items.

ASSEMBLIES

Various assemblies take place during the school year. Students are expected to be on their best behavior while attending. If needed, specific rules of conduct will be explained at the time of the assembly.

BICYCLES

Bicycles ridden to school must be placed in the bike rack beside the 3rd Street entrance. Students must provide their own locks.

CHEWING GUM

Chewing gum is permitted, except in classrooms where the teacher prohibits the use of it.

CLOSED CAMPUS

Huntington Middle School has a closed campus. This means students are not allowed off school property during the school day.

DANCE REGULATIONS

Dances are held in Huntington Middle's gym occasionally. These dances are sponsored by various school groups as fund raising activities. Please read the following dance regulations and plan to attend some dances this year.

1. Only Huntington Middle School Students may attend our dances.
2. Once a student arrives at the dance, he or she must remain there until the dance is over, unless picked up earlier by his /her parent.
3. Students will not be allowed to leave the dance using a ride sharing service like Lyft or Uber.
4. Dances will be well chaperoned by staff members.
5. The admission charge varies from one dance to another. Students should listen to announcements for information about prices. Refreshments are usually sold at the dance.

Please note: If any regulations are broken, or if a student(s) causes problems at a dance, it is up to the direction of the school's administrators if that/those student(s) will be allowed to attend any future dances.

ELECTRONIC USAGE POLICY

All personal cellphones, smart watches, ear pods, ear buds, headphones, iPods, cameras, gaming devices, etc. are not to be used during the school day. In other words, these devices are not to be seen nor heard during the school day.

The definition of the "school day" is from the time students report to their lockers before homeroom until the time they exit the building at the end of the day. Active use of iPads in the hallway is prohibited.

Exception: If permitted by staff member for curriculum/instructional purpose only. Violation of above policy will result in the following:

1st Referral: Confiscation of device. The device is returned at the end of the day. Parents are notified and documented warning issued.

2nd Referral: Confiscate electronic device for parents to pick up and one day of ISS.

3rd Referral and beyond: Confiscate electronic device for parents to pick up and two days of ISS.

If in violation, refusal to hand over device (to an administrator or teacher), student will be assigned three days of ISS.

FIGHTING

Fighting is prohibited. Rough horseplay may be dealt with in the same manner as an actual fight.

Students recording fights or rough horseplay with electronic devices will be subject to discipline.

FIRST AID

The office has the following supplies available:

- Sheer bandages
- Ice

No other supplies are available. If necessary, students will be allowed to call home.

HALL CONDUCT

Running, pushing and horseplay in the halls will not be tolerated.

HALL PASSES

If given permission to leave an assigned room during a class period, a pass will be issued by your classroom teacher.

E-HallPass will be utilized requiring students to receive permission to leave the room, complete an appropriate form on an iPad, and have a teacher accept the form.

HATS/BANDANAS/HOODS

No hats, bandanas, hoods, or head coverings will be allowed in the school.

STUDENT I.D. NUMBERS

Each student has an assigned ID number. This number is used for ID for that individual student. The number is used for various purposes such as meals.

LUNCH AND FOOD

The cafeteria has two serving lines. Both lines have access to a salad and fruit bar. Menus are published online at www.cabellschools.com. During the lunch period, students can bring a lunch from home or receive a lunch at no cost from the cafeteria. Students will not be allowed off campus to purchase from vendors in the community, nor will

vendors be allowed on campus. Additionally, students are NOT allowed to order food for delivery to school, and parents/guardians will not be permitted to drop off food from outside vendors such as fast food. Parents/guardians ARE NOT PERMITTED to bring food for any other student from any source. This is a state law that was enacted because of so many food allergies that are prevalent in our school system. This rule is strictly enforced. Parents MAY NOT authorize another parent/guardian to bring food to their child. Homemade items such as cupcakes, cookies, candy, etc. may NEVER be brought to school and distributed to other students. No Glass containers or knives of any kind are permitted.

ATTENDANCE REGULATIONS

ALL students are expected to follow the Cabell County Board of Education Attendance regulations.

LATE ARRIVALS/TARDIES

Students coming late to school must sign in at the main office. School begins at 7:35 am. A note or phone call explaining why the student is late is mandatory. Students arriving tardy to school without a documented excuse will serve lunch detention the same day.

ABSENCE FROM SCHOOL

When a student is absent from school, the parent or guardian calls the main office at 304-528-5180 by 8:30 am. The student must bring a note from their parents or medical documentation explaining their absence on the day they return. Without a note or phone call, the student's absence will be unexcused.

ACCIDENTS

Every accident in the school building, on school grounds, at practice sessions, or at any school sponsored event must be reported immediately to the person in charge and to the school office. An accident report will be filled out.

ADMISSION REQUIREMENTS

Students enrolling in Huntington Middle School who have previously been enrolled in the Cabell County School system, and who are residents of this attendance district, will be admitted when the following documentation is presented:

1. Birth Certificate
2. Immunization Records
3. Social Security Number

BUS BEHAVIOR

Riding a school bus is a privilege to students and can be revoked at any time for disruptive and unsatisfactory conduct. All pupils being transported are under the authority of the bus driver and you must obey him/her. The bus is to be boarded at the assigned stops. No student may ride a bus other than the one assigned without a signed permission slip from the office and his/her parent. This will be given only in cases of emergency. Bus conduct procedures will be followed on all bus trips, i.e. field trips, extracurricular trips, etc.

ELIGIBILITY REGULATIONS FOR ATHLETES

Huntington Middle School operates an interscholastic athletic program for both boys and girls in the sixth grade, seventh and eighth grades. These sports include:

Boys

Football
Basketball
Track
Wrestling
Golf

Girls

Volleyball
Basketball
Track
Volleyball
Cheerleading
Tennis
Tennis

Cross Country

Cross Country

Any student interested in trying out for any of the athletic programs must have the following on file in the Assistant Principal's office before the first practice:

1. A physical form completed by a medical doctor completed after May 1 of the previous school year.
2. An insurance form signed by parents
3. Parent permission forms
4. Drug Testing Orientation/Consent

<https://www.cabellschools.com/Page/613>

Grade averages (2.0 or higher) according to the Secondary Activities Commission must be maintained for a student to remain eligible to participate in the athletic program.

LOCKER FEE & USE

Lockers can be obtained from your teacher for \$5.00. This is a rental fee and is not returned. A periodic check will be made to assure that lockers are kept neat and clean. Sharing lockers is not permissible. If you have a locker problem, report it to the Assistant Principal. The school is not responsible for articles stolen from lockers. Lockers are school property. A student locker can be searched at any time.

GUIDANCE / COUNSELOR*

The guidance department at Huntington Middle School provides a wide variety of services for the students at the school. Several that can be mentioned are:

1. School related health and personal problems can be worked out with the aid of special services of the school that include in addition to the counselor, the school nurse, school speech therapist, testing therapist, and all services available through the Board of Education.
2. The guidance department handles all student records, new enrollments, grades, and withdrawals.
3. Individual counseling, group counseling, crisis intervention, and working with parents are all services our guidance department provides.
4. The counselor, along with student support personnel, works with students on the truancy improvement program.

*A Presteria counselor is available, please contact the school counselor to be referred.

HARASSMENT POLICY

*See student conduct code and harassment policies

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve: threats, intimidation, stalking, cyberstalking, physical violence, theft, sexual, religious, or racial harassment, and destruction of property.

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that: places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or has the effect of substantially disrupting the orderly operation of a school.

HEALTH EDUCATION PROGRAM

The West Virginia Board of Education has adopted Instructional Goals: Health Education Program of Study for Middle School Education (grades five through eight). The goals prepare students with the skill necessary to make wise health decisions that promote a healthy lifestyle. Our local school district is directed to providing multiple opportunities for students to learn their goals. The Cabell County Board of Education has adopted a developmentally appropriate curriculum for each grade level (fifth through eighth). Your son/daughter will have health education sometime during this school year. A notification form to guardians concerning the sexuality portion of the health curriculum must be signed and returned to the school. Guardians must indicate on the notification form whether you want your child to participate in this portion of the health curriculum.

ADVISOR / ADVISEE

A key component in the success of the middle school is the advisor/advisee period. It is designed to meet the need for a program that:

- I. Promotes involvement and relationship building between a teacher and a small group of students.

- II. Students and teachers can interact in planned activities such as character building, advisory, etc.
- III. Offers a source of guidance for the student that is different than that available from the school counselor.
- IV. Offers activities to promote self-understanding and self-concept development, interpersonal relationships, decision-making skills, and environmental and career awareness (Developmental Guidance).

These skills will be integrated in the regular classrooms.

Huntington Middle School provides Advisor/Advisee programming through the SOAR program with the following mission statement:

“At Huntington Middle School students are safe, on-task, accountable, respectful, and learning every day.”

BEFORE SCHOOL PROCEDURES

On a regular schedule day, the doors will not open until 7 am. All bus riders must report through the main entrance doors when they arrive at school. Walkers and parent drop offs will enter through door 31 by the auditorium. Once inside, students will report to the gymnasium until 7:20 AM. Students arriving after 7:20 AM will report to their homeroom after receiving their breakfast. Parents should be aware that students should not arrive before 7:00 AM because staff members are not on duty. Fast food drinks are not permitted in the building upon entrance. All drinks must be in a sealed container.

HONOR ROLL

The honor roll is listed at the end of each grading period. A 3.0 average is necessary to place on the honor roll.

GRADE CARDS/SCALE

Report cards are issued at the end of each NINE weeks. Mid-term reports will also be issued.

Grades on report cards will be in the form of LETTERS.

The grading scale is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

PROMOTION CRITERIA

Progress in grades 6, 7, and 8 shall be based on successful completion of separate classes. To be promoted from one grade to the next, it is expected that a student successfully completes five credits, which include both ELA and Mathematics during the school year. One of the credits must be earned in either language arts or mathematics. Music and PE count .50 each towards a credit. Related Arts rotation classes count .20 each towards a credit. Student age and administrative discretion are also considered when determining promotions and retentions.

ADVANCED MATH

The advanced middle school math program represents rigorous academic trajectory and is in accordance with the stipulations laid out in WV Policy 2520 2b. To qualify for advanced math in 6th grade, students must meet the iReady and GSA minimum score requirements. Placement in 6th grade advanced math does not guarantee placement in advanced 7th grade math and beyond. To continue the pathway in 7th and 8th grade, students must achieve or surpass the current grade level scores for the iReady end of year math assessment, score meets or exceeds standards on the math WVGSA, maintain a minimum of a B in their advanced math class, and complete the required MATHia software. Failure to meet the standards set forth will result in removal from advanced math. If a student has not completed advanced math in 6th grade, they will not be reevaluated for advanced math in 7th or 8th grade. Note that placement in advanced math classes in middle school will not affect a child's ability to take accelerated math classes in high school.

FIRE DRILLS

Walk – Don't Run
Quiet – Don't Talk
Keep Calm – Don't Push

Fire regulations are posted in each room. Each teacher will inform the pupils in their classroom exactly how they are to leave the building. The teacher will leave the building with their class.

LEAVING SCHOOL EARLY FOR APPOINTMENTS

It is sometimes necessary for students to leave school early for appointments. Parents and students should report to the office to sign their child out of school early. If the student returns to school that same day, he/she should sign in again before returning to class.

Students will not be permitted to sign themselves out of school. In addition, the person signing the student out of school must be listed as the student's emergency contact.

Once a student is on school property NO student will be given permission to sign themselves out and walk home or go to an appointment.

MEDICATION

All medication, prescription or over the counter – including cough drops – must have a Prescription Medication Log signed by a doctor and guardian on file in the main office before medication can be taken. Prescription Medication forms can be obtained from the secretary or at <http://boe.cabe.k12.wv.us> and faxed to 304-528-5215. A Medication Policy is included on this agenda.

MISSED SCHOOL WORK

It is the STUDENT'S responsibility to ask each teacher for missed assignments if he/she missed less than 3 days. In

cases where a student will be out three days or longer, the parent should request homework when they call to report the absence. Parents need to pick up student's work no sooner than 24 hours after request.

NICOTINE AND THC VAPES

Cabell County Board Policy 5500 dictates the following discipline:

NICOTINE VAPES AND RELATED PRODUCTS:

- **1st Offense** – 3 days ISS and cessation program
- **2nd Offense** – 5 days ISS and cessation program
- **3rd Offense** – 10 days OSS and recommendation for expulsion

THC VAPES AND RELATED PRODUCTS:

- **1st Offense** – Student will be suspended for 10 days out of school and complete a cessation program via In School Suspension, After School Detention, or Saturday School. The student must complete Saturday School, after School Detention, or In School Suspension only after they have completed their suspension days.

If the student does not attend the assigned Cessation Program, the student will be issued another discipline referral for insubordination and be assigned a day of In School Suspension where they will complete the cessation program.

- **2nd Offense** – Student will be suspended for 10 days and recommended for expulsion.

1st Offense (Distribution) – Student will be suspended 10 days and recommended for expulsion.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers by calling the main office (304-528-5180).

VISITORS

All visitors must report to the main office. If permitted, visitors may visit other parts of the building after signing in and receiving/displaying a visitor's badge. Visitors should be prepared to present a driver's license or valid identification to the school secretaries to visit beyond the office lobby.

TELEPHONE

All students must have an office pass to have access to the office phone. The administration and secretary will decide whether a student's call is necessary. Cell phones are not allowed.

TELEPHONE PROCEDURES

The office phone is a business phone and will be used by the student only in case of an emergency. We will deliver a message to a student only in case of an emergency. The nature of the emergency must be stated. Parents, please

make your plans prior to school concerning where your child needs to go after school or in case of an emergency – we do not have the staff to assist in taking a multitude of calls.

WITHDRAWAL PROCEDURES

When a student plans to withdraw from school, his/her parent must come to the main office to fill out a withdrawal form. Before the student leaves school, all obligations must be met and all books, etc. belonging to Huntington Middle must be returned to the appropriate people.

STATEWIDE ACCOUNTABILITY ASSESSMENT

The State of West Virginia and Cabell County accountability testing program will utilize the West Virginia General Summative Assessment (GSA) for sixth, seventh, and eighth grade students. The test measures levels of achievement in English Language Arts/Literacy and Mathematics and is administered within the last 12 weeks of the school year. An interpretation of the test and a report of your child's results will be sent home.

STUDENT DRESS AND APPEARANCE CODE

All clothes should be appropriate. All clothing **MUST** cover all undergarments and areas of the body that should never be exposed in a middle school setting at all times and during all activities. Also, midsections **MUST** be covered. Bare feet are **NOT** permitted. Students **MUST** have rubber-soled footwear during the school day. Clothing displaying images or language related to alcohol, tobacco, vapes, drugs or weapons is not permitted. Students found in violation will be referred to the counseling office to call home for other clothes, provided with alternative clothing, or referred to school administration. Other clothing found to be disrupting to the educational process will be addressed at the discretion of the school administration.

ILLNESS AT SCHOOL

Should you become ill during the school day, including the lunch hour, report to the main office or nurse's office. Do not leave the building without permission. See 'Leaving School Early for Appointments' section. Failure to check out of school before leaving will be considered truancy. State law prohibits school personnel from dispensing any unauthorized medication, including aspirins. If your parents take you home for lunch and you do not return to school for the afternoon classes because of illness, your parents must call school to report you absent. Staying in the restroom all periods will be an unexcused absence and/or truancy. A student will not be allowed to walk home.

INCLEMENT WEATHER CODES

Green: Students report 2-hour delay
Red: Students do not report
Blue: Students do not report